



REVISED

Arnold Schwarzenegger , Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Deputy Commissioner, DRE
Los Angeles
Permanent — Full-time

The Department of Real Estate has several openings in its Los Angeles Subdivisions Section for Deputy Commissioners. These positions are permanent, full-time. The Department is located at 320 W. 4th Street, Suite 350, in downtown Los Angeles.

Duties of the position may include either (Subdivisions):

- Review and analyze subdivision public report applications for compliance with statutes, regulations and departmental policies.
- Prepare comprehensive deficiency letters.
- Review and analyze deficiency responses for compliance.
- Review and critique complex creative financing plans.
- Compile documentation for preparation of comprehensive public reports.
- Answer general inquiries by telephone, in person and in writing.
- Meet with and advise subdividers, budget preparers, SRP's (Single Responsible Party), attorneys, and other interested parties regarding laws, regulations, and procedures.

or (Budget Review)

- Independently analyze the financial viability of homeowner association budgets and complex financial agreements affecting homeowners associations.
- Prepare comprehensive reports, detailed deficiency correspondence, case analysis or a formulated approval analysis.
- Analyze complex alternative assessment schemes relating to master associations.
- Prepare monthly production and status reports using a personal computer.
- In person or by telephone, meet with developers, budget preparers, attorneys, licensees or other parties relating to projects.
- Conduct reviews on projects, complete independent and complex special projects, testify on behalf of the Department.

Required/Desirable qualifications:

- Ability to gather, analyze, interpret data and make sound decisions.
- Ability to identify/evaluate issues and apply appropriate laws and regulations.
- Ability to cultivate effective working relationships with others.
- Ability to communicate effectively with others at all levels in and out of the organization.
- Ability to write comprehensive reports which detail deficiencies and clearly affirms expectations.
- Ability to work under pressure and within mandated timeframes.
- Ability to organize and manage workload.
- Knowledge of California Real Estate Law and the Subdivided Lands Act is helpful but not required.
- Strong fiscal, budgeting and/or accounting background is helpful but not required.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependability, reliability and excellent attendance.

SALARY:	Range A	\$2774 – 3157	Range C	\$3609 – 4350
	Range B	\$3232 – 3709	Range D	\$3964 – 4773

Who may apply: Current State employees at the Deputy Commissioner level, those individuals transferable to the class, and individuals with Deputy Commissioner list eligibility. Training and Development assignments may be considered. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the position contact:

Ethel Concepcion – Managing Deputy Commissioner II
(213) 576-6921 or CALNET 8-649-6921
Abe Werda – Managing Deputy Commissioner II
(213) 620-6131 or CALNET 8-640-6131
Los Angeles District Office

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: August 4, 2006

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov/>

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews may be conducted on a flow basis.